



Illinois Department of Transportation

Memorandum

To: DEPUTY SECRETARIES, DIRECTORS AND BUREAU CHIEFS
From: Becky Koehler
Bureau Chief of Personnel Management
Subject: Technical Vacancy
Date: January 23, 2018

Attached are the Position Summary Sheet and Position Description for the vacant technical position listed below. Please post this vacancy announcement January 25, 2018 in the designated areas.

The deadline for applicants to submit their applications for consideration is **4:30 p.m. on Wednesday, February 7, 2018**. Applications will not be accepted after that time and date.

NOTE: Applications will be accepted from qualified permanent DOT employees only. A copy of each applicant's ACTIVE Illinois Professional Engineer License must accompany application for this position. Please be advised that if a high volume of applications are received, the applications may be screened to establish a smaller pool of applicants for interview. The screening will be based on the information contained in the application.

If you have any questions, please contact the Bureau of Personnel Management at 217/782-5594.

CE VI

Prequalification Engineer
Bureau of Construction
Highways Project Implementation
Springfield

Attachments
42449

Technical Applications [PM1080 rev 6/1/17](#) **must be received** by the Bureau of Personnel Management, Room 113, 2300 South Dirksen Parkway, Springfield, IL 62764 (Fax# 217/557-3134) or emailed to DOT.CO.BPM.EmploymentApplications@Illinois.gov by **Wednesday, February 7, 2018, 4:30 p.m.** Please include address, daytime phone and position for which applying if not already listed on application. Applicants will be notified in writing to schedule interviews.

NOTE: Applications will be accepted from qualified permanent DOT employees only. A copy of each applicant's ACTIVE Illinois Professional Engineer License must accompany application for this position. Please be advised that if a high volume of applications are received, the applications may be screened to establish a smaller pool of applicants for interview. The screening will be based on the information contained in the application.



**Illinois Department
of Transportation**

An Equal Opportunity Employer

Position Summary Sheet

Classification:	Civil Engineer VI	Salary Range:	\$6,945 - \$11,020
Position Title:	Prequalification Engineer	Union Position:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Position Number:	PW116-23-75-202-00-01	IPR#:	42449

Office/Central Bureau/District/Work Address:

Office of Highways Project Implementation / Bureau of Construction / 2300 South Dirksen Parkway, Springfield, IL

Description Of Duties:

This position is accountable for ensuring all contractors are prequalified and capable of completing the contract, developing and implementing policies to comply with the Illinois Procurement Code, developing and administering subcontractor databases for the department, and administering the Contractor Performance Evaluation (CPE) process.

Special Qualifications:

Required:

- Current Illinois Professional Engineer license
- Valid driver's license
- Extensive statewide travel which may include overnight stays

Desired:

- Ten years of experience in the practice of civil engineering of which at least six years should be in the specific area of highway engineering
- Extensive knowledge of the principles and practices of civil engineering with special emphasis on activities in construction
- Ability to develop and maintain cooperative relationships with staff, contractors, and the public
- Ability to manage and supervise
- Ability to interpret and enforce departmental policies
- Ability to speak in public and make presentations
- Strong oral and written communication skills

Shift/Remarks:

8:00 am – 4:30 pm / Monday – Friday

THIS POSITION IS COVERED UNDER THE REVOLVING DOOR PROHIBITION (RDP) POLICY.

****Technical Application PM1080 (revised 6/1/17) is required. No previous version of the PM1080 will be accepted.**

**ILLINOIS DEPARTMENT OF TRANSPORTATION
POSITION DESCRIPTION**

DATE:	<i>December 26, 2017</i>	POSITION:	<i>Prequalification Engineer</i>
APPROVED BY:	<i>Tim Kell</i>	OFFICE:	<i>Highways Project Implementation/ Bureau of Construction</i>
CODE:	<i>PW116-23-75-202-00-01</i>	REPORTS TO:	<i>Engineer of Construction</i>

Position Purpose

This position is accountable for ensuring all contractors are prequalified and capable of completing the contract, developing and implementing policies to comply with the Illinois Procurement Code, developing and administering subcontractor databases for the department, and administering the Contractor Performance Evaluation (CPE) process.

Dimensions

Program Size:	10 Letting; 1,500 projects; \$2 Billion
Prequalified Contractors:	750
Registered Subcontractors:	1,150
Staff:	4-5 technical, 1 code

Nature and Scope

This position reports to the Bureau Chief of Construction. Reporting to this position are the Prequalification Analyst(s), the Prequalification Technician(s), and an Office Coordinator.

This position is personally accountable for administering contractor prequalification and bid authorization issuance process for departmental projects. This is essential to protect the Department and taxpayers from contractors unable to perform the work. As a result, this position is one of high visibility throughout the Department and construction industry. The incumbent directs the statewide CPE process to assess contract work and to identify performance problems with specific contractors. S/He provides documentation and recommendations for executive level decisions.

Typical problems involve effective motivation of contractors, subcontractors, DBE organizations, and related agencies that are not under direct control regarding the promotion and implementation of procedures for determining prequalification ratings and eligibility of contractors to bid on departmental projects. The incumbent coordinates the renewal process for the substantial number of applications as well as coordinating projects advertised for bid. The greatest challenge is the continuous evaluation and refining of the prequalification rules and the process to address changes in industry practice, technology, legislation, and program emphasis required. Considerable experience and judgement are required to balance assurance of contractor reliability and maximizing competition.

The incumbent personally establishes general policies, goals, and objectives in prequalification and submits for executive level approval. S/He designs, implements and monitors specific programs such as the CPE process to ensure accomplishment. The incumbent resolves differences of opinion (often contentious) with contractors on prequalification ratings, determines borderline cases of issuing proposals and discusses these decisions with the contractors involved. In addition, s/he is responsible for developing and updating the Prequalification Rules and

the Contractor's Statement of Experience and Financial Condition as well as the CPE process which is coordinated statewide through this position. This position collects subcontractor data through registrations and subcontracts from districts to be used by the upper management. S/He has increased interaction with the Bureau of Small Business Enterprises (SBE) due to changes in federal regulations and represents the Office of Highways Project Implementation at SBE workshops throughout the state. The incumbent makes presentations to various groups regarding evaluation and prequalification issues as well as chairing committees as required.

Accountabilities are accomplished through the following:

Prequalification Analysts who are accountable for providing reasonable assurance that contractors have the financial capacity, experience, equipment, and personnel to complete projects of a magnitude commensurate with their abilities in a satisfactory and timely manner.

Prequalification Technicians who are accountable for assisting in the prequalification of contractors. The Department requires reasonable assurance that contractors have the financial capacity, experience, equipment and personnel to complete projects of a magnitude commensurate with their abilities in a satisfactory and timely manner.

Office Coordinator which performs clerical and specialized office management duties.

Under general direction of the Bureau Chief of Construction, the incumbent is afforded wide latitude in accomplishing responsibilities. Due to the sensitive areas within which this position operates, the incumbent discusses problems and proposed solutions with the Deputy Secretary for Project Implementation, Director of Highways Project Implementation, Office of Chief Counsel (OCC), Director of Office Finance and Administration (OF&A), and their staff. S/He is constrained by all departmental regulations and prequalification rules and applicable state/federal policies.

Frequent internal contacts include the Secretary's Office, Aeronautics, district offices, various central highway bureaus, OF&A and the OCC. External contacts include the Federal Highway Administration (FHWA), various state agencies, contractors, minority group organizations, local agencies, and legislators. This position involves extensive statewide travel.

The effectiveness of this position is measured by the timeliness of processing applications for a prequalification rating, by the number of contractors successful in the execution of the contract and by the absence of adverse publicity by the news media, contractors, minority groups, etc.

Principal Accountabilities

1. Administers/oversees the prequalification of construction contractors to ensure compliance with departmental policies.
2. Administers the issuance of authorization to bid to protect the Department and public from unqualified or incompetent bidders.
3. Develops and implements policies and procedures to provide a prequalification process that meets the current needs of the Department, contractors and FHWA.

4. Provides staff assistance and performs special projects for Deputy Secretary for Project Implementation and Director of Highways Project Implementation, OF&A and OCC.
5. Administers the registration of subcontractors and administers subcontractor database.
6. Maintains effective liaison with contractor associations, other state agencies, and other entities impacted by the prequalification process. Represents the Office of Highways Project Implementation at DBE workshops throughout the state.
7. Administers the Contractor Performance Evaluation System.
8. Trains and evaluates employees to ensure effective and efficient section operations. Performs all duties in a manner conducive to the fair and equitable treatment of all employees.
9. Ensures the operations of the Prequalification Section in compliance with all departmental safety rules, practices, and policies and provides necessary training and direction to section personnel.
10. Reviews subcontractor financial disclosures
11. Performs duties in compliance with departmental safety rules. Performs all duties in a manner conducive to the fair and equitable treatment of all employees.
12. Performs other duties as assigned.